USA Staffing

Stage Release Notes
Release 9.9 October 29, 2018

Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing system. This means we have the ability to update priorities through frequent, iterative releases based on changes in the hiring landscape or the identified needs of the collective customer base.

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments.

To learn more about features that already exist in USA Staffing and to review the upcoming release schedule for the USA Staffing Stage and Production environments, please visit USA Staffing Resource Center.

Completed System Functionality

The items outlined in this section include newly added functionality in USA Staffing. Examples of functionality found in this section can range from corrected issues within the system, changes that enhance the system's performance, enhancements made to the user experience specific to existing features based on feedback received, or new functionality that improves the system's already robust set of capabilities. As you review this section, you may see the following icon ✅ which designates the completion of a feature that was previously identified in the Feature Backlog & Glossary on the USA Staffing Resource Center.

Staffing Functionality

- Updated the New Vacancy Request approval process to no longer automatically display the Task Overview page for the vacancy following the creation of the vacancy tasks. Users who wish to review the generated tasks may still do so by opening the vacancy and clicking on the check mark icon in the upper right hand corner of the vacancy.

- Updated the Vacancy's Supporting Documents sub-page to display the document types and associated document settings (Accepted, Required, Hiring Manager Viewable, New Hire Viewable, Other text value) as defined in the Vacancy Default Settings page of Administration.   o The supporting documents marked as "Available" in the Vacancy Default Settings will be displayed on the

    Supporting Documents sub-page for the Vacancy. Available documents will be displayed along with Resume, which will be automatically listed on the Supporting Document's sub-page.

    - ✦ If no supporting document is marked as Available, all document types will be displayed for the vacancy.

    - ✦ If at least one document is marked as Available, only those Available documents will display along with Resume.

  o The associated document settings (Accepted, Required, Hiring Manager Viewable, New Hire Viewable, Other text value) will be populated based on default settings for all supporting documents marked as Available in the Vacancy Default Settings page of Administration.

  o Until the Announcement has been released and opened on USAJOBS, the Vacancy's Supporting

Documents sub-page may be edited. During this time, the HR user may reset the sub-page to the current Admin default settings by clicking the gear icon and selecting the "Reset Default Document Settings" option.

- Added a new setting to the Application Processing section of the Vacancy's Settings page that allows the HR user to limit an applicant to a single application submission for an announcement. Enabling the setting that reads "Applicants may not update any part of their application after initial submission" will affect the applicant's experience in the following ways: o A warning message will display on the Review and Submit page of the Online Application that warns the applicant they will not be able to edit their application after initial submission. The applicant is presented with a statement further attesting to this that they must acknowledge prior to being allowed to submit their application.

    o The Confirmation page of the Online Application will likewise display a warning message that they may no longer edit their application now that they have submitted it.

    o USAJOBS will continue to display an "Update" button on the Announcement for these applicants, but clicking the Update button will send these Applicants to their Application Status page and not their Online Application. The Application Status page will once again provide a message reminding the users that they can no longer update their application.

    o *Note: USA Staffing does not display warnings to the Applicant about this setting until they reach the Review and Submit page of the Online Application. HR users are urged to inform applicants appropriately in the How to Apply section of the Announcement.*

- Added expand all/collapse all functionality to the Announcement Questionnaire sub-page and the Application and Assessment sub-pages in the individual Applicant record. Engaging the +/- option to the left of the page header allows users to easily expand or contract all assessment and announcement questionnaire items so that they may achieve the desired view without having to expand or collapse items individually. ✅

- Updated the selection screens that HR users are presented with when editing the Internal Contact and Questions About this Job sections on the Announcement Information sub-page. These screens are now paginated and include a Search button for identifying a desired User or General Contact for selection. These changes should improve the performance when loading these screens for agencies with large numbers of Users and General Contacts available for selection.

- Added the following Eligible NOR messages:

    o ELNB: "Your application was found minimally qualified and was referred to the Executive Resources Board (ERB) for further consideration. However, you were not ranked amongst the best qualified candidates for referral to the selecting official. If we receive a request for additional candidates, your application will be reviewed again for possible referral."

    o ELNH: "Your application was found minimally qualified and was referred to the Executive Resources Board (ERB) for further consideration. However, you were not ranked amongst the group of highly qualified candidates for referral to the ERB Interview Panel."

- ELRB: "The Executive Resources Board (ERB) has convened to review your qualifications. Your application was ranked amongst the best qualified candidates and has been referred to the selecting official for further consideration. At this time, you may be contacted by a representative from within the hiring organization."

- Updated the following ineligible NOR message:

  - IQEC: Changed from "You will not be considered because your application does not demonstrate that you meet the Executive Core Qualifications (ECQs) and/or Technical Qualifications (TQs) as required for this position." to "You will not be considered further because your application does not demonstrate that you meet the Executive Core Qualifications (ECQs) and/or Technical Qualifications (TQs) as required for this position."

- Added options to mass assign/remove Followup and Review toggles on the Applicant List. When one or more Applicants are selected for editing on an Applicant List, the Apply Action button will provide four new options for selection: o Toggle Followup On will mark each selected record with the blue flag icon.   o Toggle Followup Off will remove the blue flag icon from each selected record.   o Toggle Reviewed On will mark each selected record with the green check icon.   o Toggle Reviewed Off will remove the green check icon from each selected record.

- Added additional entries to the Certificate's History section that show when edits are made to the Certificate Instructions or Display Preferences after issuance.

Onboarding Functionality

- Added message banners to the top of Document and Form PDFs that warn the HR or Onboarding user viewing those documents or forms of the eOPF transmission status. Users are warned that a viewed document is either queued for transmission or has been transmitted to eOPF.

- Updated the Transmit Forms to eOPF and Transmit Documents to eOPF tasks to allow them to be manually changed to a "Complete" status only if all forms and documents have been successfully transmitted. This ability will allow users to self-correct issues where the successful transmission of forms or documents is not automatically reflected in the statuses of those two tasks.

- Updated the manner in which HR or Onboarding users may add CC values for onboarding related notifications:

  - Any email address may now be manually added to the CC field of a New Hire notification. Previously, the recipient must have been a system user to be added.

  - As email addresses are manually typed, the system will display the email addresses of system users that match what has been typed. Users may select the displayed email address to minimize chances for mistakes.

- o Users may copy and paste email addresses from a file into the CC line if they wish to add multiple emails at one time. Multiple email addresses should have space between each email address. [   ] **Hiring Manager Functionality**

- None

[   ] Administrative Functionality

- Added a new section to the Manage Vacancy Default Settings page called "Supporting Documents Settings." o In this section, Administrators may select one or more supporting document types that should be made available for use on the Vacancy's Supporting Documents page. All supporting document types may be marked as Available from this section with the exception of Resume. Resume will be added to all vacancies automatically, regardless of the default settings, with the Accepted, Required, Hiring Manager Viewable, and New Hire Viewable values enabled. o For all supporting document types marked as Available, the Administrator may preset values for the associated document settings (Accepted, Required, Hiring Manager Viewable, New Hire Viewable, Other text value) that will populate in the Vacancy's Supporting Documents sub-page once the Request is approved and the Vacancy is created.

  - o If Administrators do not set any supporting documents as Available in the Supporting Documents Settings section, the system will populate all document types in the Vacancy's Supporting Documents sub-page as it does today. *Note: This means that administrators do not need to make any changes to the Vacancy Default Settings following the release of this new functionality. Making only a subset of document types available is now an option based on agency-specific needs, not a requirement.*

- Updated Position Descriptions to allow for Federal Wage Grade PDs. Users can now create Position Descriptions in the PD Library for Wage Grade positions by selecting Federal Wage System as the Classification Standard on the Position Information page. This selection will display FWS-specific content in the Factors and Evaluation subpages. The Duties, Competencies, and Authorizations sub-pages remain the same. The ability to create PDs for supervisory WG positions is currently in development.

[   ] Reporting and Analytics

Staffing Reports Package

- Applications namespace o Added a new query item to enable reporting on the USAJOBS URL (web address) for an announcement.

  - ✦ Announcement Detail folder > Announcement query subject

- 'Announcement USAJOBS URL': The URL of the announcement page on USAJOBS.

  - o Added new query items and modified the description of an existing query item to enable reporting on applicants' USA Hire completion date and the use of USA Hire completion date as a filter on applicant lists.

- Applicant List Filter Detail folder > Applicant List Filters query subject

  - 'Applicant List Filter Application Date' (existing field – new description): The date range of the Application Date filter applied to the pool of applicants to create the list of applications on an applicant list.

  - 'Applicant List Filter Application Date Type': The type of the Application Date filter applied to the pool of applicants to create the list of applications on an applicant list.

- Application Detail folder > Application query subject

  - 'Application USA Hire Completed Date': The date the applicant completed the USA Hire assessment(s).

o Added a new query item that displays the Application Final Rating where available, and where not available; displays the Application Display rating so that users can see a rating for all applicants in a single column.

- Application Detail folder > Application Ratings query subject

  - 'Application Final or Display Rating': Displays the Application Final Rating (e.g., 95, 80, 100) if available; otherwise, displays the Application Display Rating (e.g., IQID, ELTE). • Certificates namespace o Added a new query item to enable reporting on the USAJOBS URL (web address) for an announcement.

  ✦ Certificate Announcement Detail folder > Certificate Announcement query subject

  - 'Certificate Announcement USAJOBS URL': The URL of the announcement page on USAJOBS.

o Added new query items and modified the description of an existing query item to enable reporting on applicants' USA Hire completion date and the use of USA Hire completion date as a filter on certificates.

- Certificate Detail folder > Certificate Applications query subject

  - 'Certificate Application USA Hire Completed Date': The date the applicant completed the USA Hire assessment(s).

- Certificate Filter Detail folder > Certificate Filter query subject

  - 'Certificate Filter Application Date' (existing field – new description): The values of the Application Date filter applied to the pool of applicants to create the list of applicants on a certificate.

  - 'Certificate Filter Application Date Type': The type of the Application Date filter applied to the pool of applicants to create the list of applicants on a certificate. • Production Statistics namespace o This new namespace was created to facilitate easier reporting of common production statistics over time. The namespace contains a single query subject, Production Statistics by Week, with the following query items:

- 'Organization Name': The name for a group of offices within a department (Vacancy Staffing Organization for Applications, Announcements, Certificates and Selections counts; Request Staffing Organization for Entry on Duty count).

- 'Office Name': The office responsible for creating the vacancy (Vacancy Staffing Office for Applications, Announcements, Certificates and Selections counts; Request Staffing Office for Entry on Duty count).

- 'Calendar Year': Calendar year (e.g., 2017) for the staffing action date (Application Last Submitted Date for Applications, Announcement Open Date for Announcements, Certificate Issued Date for Certificates, Certificate Audit Date for Selections, and Actual Start Date for Entry on Duty count).

- 'Calendar Month Number': Calendar month number (e.g., 1, 2, 3) for the staffing action date (Application Last Submitted Date for Applications, Announcement Open Date for Announcements, Certificate Issued Date for Certificates, Certificate Audit Date for Selections, and Actual Start Date for Entry on Duty count).

- 'Calendar Month': Calendar month (e.g., January) for the staffing action date (Application Last Submitted Date for Applications, Announcement Open Date for Announcements, Certificate Issued Date for Certificates, Certificate Audit Date for Selections, and Actual Start Date for Entry on Duty count).

- 'Calendar Week': Calendar week (1 to 52 or 53; 1 represents the first week of January) for the staffing action date (Application Last Submitted Date for Applications, Announcement Open Date for Announcements, Certificate Issued Date for Certificates, Certificate Audit Date for Selections, and Actual Start Date for Entry on Duty count).

- 'Fiscal Year': Fiscal Year (e.g., 2017; start of the Fiscal Year is October 1st) for the staffing action date (Application Last Submitted Date for Applications, Announcement Open Date for Announcements, Certificate Issued Date for Certificates, Certificate Audit Date for Selections, and Actual Start Date for Entry on Duty count).

- 'Fiscal Month Number': Fiscal month number (e.g., 1, 2, 3; start of the Fiscal Year is October 1st) for the staffing action date (Application Last Submitted Date for Applications, Announcement Open Date for Announcements, Certificate Issued Date for Certificates, Certificate Audit Date for Selections, and Actual Start Date for Entry on Duty count).

- 'Application Count': The number of applications submitted (Application Number count by Application Last Submitted Date).

- 'Announcements Opened Count': The number of announcements opened (Announcement Number count by Announcement Open Date).

- 'Certificates Issued Count': The number of certificates issued (Certificate Number count by Certificate Issued Date).

- ▪ 'Selections Made Count': The number of selections made (Application Number count where Audit Code = Selected by Certificate Application Audit Date).
- ▪ 'Entry on Duty Count': The number of entries on duty (New Hire Number count by Actual Start Date).

Staffing Reports (EOD) Package

- A new data package, Staffing Reports (EOD), was created to address performance problems in the New Hire namespace in the Staffing Reports data package. The Staffing Reports (EOD) package contains a re-creation of the New Hire namespace from Staffing Reports, however rather than data being pulled live from the database at the time a report is run, data is instead loaded on a nightly basis. As a result of the data being loaded nightly, performance of the data package is improved.

Reports

- The Applicant Touchpoints report was modified so that the logic to determine which touch points are required is consistent with the most recent USA Staffing guidance. The report was updated to correctly identify which touch points are required, identify which have been sent, and calculate missing touch points accurately. ○ Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Application